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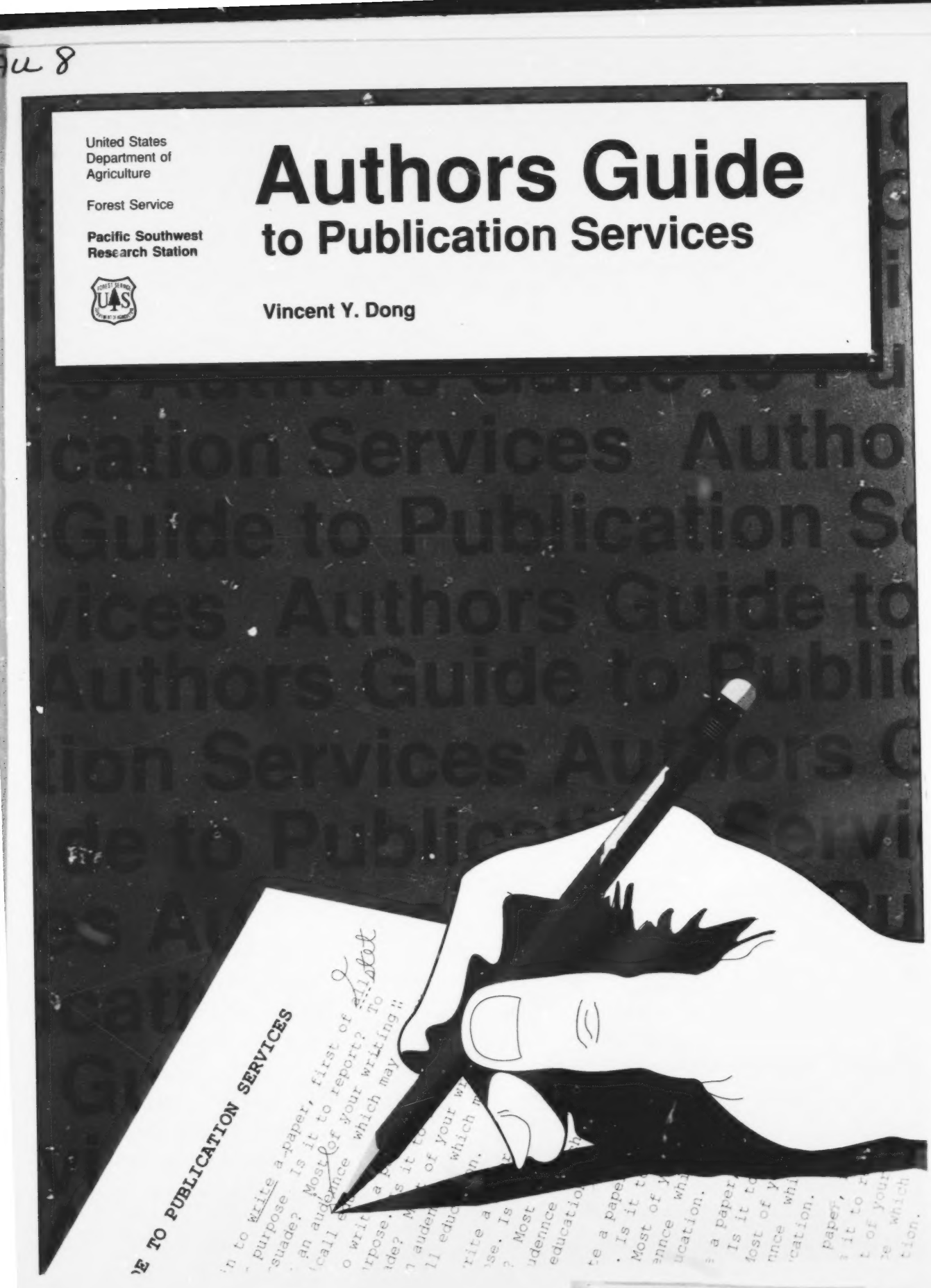
United States
Department of
Agriculture

Forest Service

**Pacific Southwest
Research Station**

Authors Guide
to Publication Services

Vincent Y. Dong



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AUTHORS GUIDE TO PUBLICATION SERVICES

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INTRODUCTION

Research scientists . . . are responsible for preparing factually accurate, readable, concise, and timely reports that can be produced as publications, and for obtaining objective peer and administrative review of these reports.

Forest Service Manual 1630.45

This ***Authors Guide to Publication Services*** was prepared to help you meet those responsibilities for reporting on your work. Intended primarily as a basic reference, the Guide answers the most commonly asked questions about organizing, writing, preparing, and processing manuscripts for publication. It supplements the Forest Service Publications Management Handbook (FSH 1609.11) and Station supplements to the Forest Service Manual 1630. For details about the policies, procedures, and references touched on in this Guide, consult the Manual and the supplements. If you do not find answers to your questions, contact the Station Editor or any member of the publication staff.

Now that you have done your study and collected and analyzed your data, you are ready to start the writing process. And one of the questions you may have in mind is: What can the publication staff do for me?

The Station's Information Services Group provides three broad types of research publication services: editorial, production, and distribution. More specifically, we can

- Help you decide on the most appropriate publication outlets for your manuscripts.
- Provide aids that may take some of the sweat and toil out of organizing and writing your manuscript.
- Point out the style specifications of different publication outlets.
- Advise you on preparing manuscripts for Station and non-Station outlets.
- Expedite the process of manuscript approval at any stage in which you need help.
- Explain the editors' goals in editing and in meeting turnaround time.
- Publish your manuscript by ordering composition, printing, and binding.
- Correspond with outside (e.g., journal) editors and keep you informed on the status of your manuscripts.
- Order publications, including reprints of your articles published in journals, books, and other non-Station outlets.
- Arrange, through the Station's mailing list, for distribution of your publications.
- Advertise the availability of your publications by issuing periodic publication notices.
- Ensure that your publications are indexed and stored for permanent retrieval through computerized information retrieval systems.

WHAT SHOULD I CONSIDER BEFORE I START WRITING?

Where Should I Publish?

Before you begin to write your paper, ask yourself this question: What is the purpose of my paper? Is it to report? To inform? To persuade? To document? And then ask yourself: Who am I trying to reach? Who is my audience? The answers to those questions can help you determine the most appropriate publication outlet.

Most of your writing will be reporting a study or a series of studies, and will be aimed at an audience that has different levels of technical education. The major objectives in such writing are *accuracy*, *clarity*, and *conciseness*. Write for the reader you intend to reach—and use language appropriate to that audience and the occasion.

When professional writers develop an idea for an article, they usually ask themselves: "What market should I aim for? And what does the market want?" You have a similar problem in identifying your purpose and audience. Broadly speaking, you have various outlets through which your information can reach these markets.

What About Government Publications?

Government publications include:

- Station publications: Research Papers, Research Notes, General Technical Reports, Resource Bulletins, How-To Leaflets, and unnumbered non-serials.
- Forest Service publications issued by the agency's Washington Office.
- U.S. Department of Agriculture publication series.

Non-government publications include:

- Journals, or periodicals, and books.
- Proceedings of symposia, conferences, and workshops.

Each of these outlets has characteristics you should know about before you start to write.

Station Series

Like other Forest Service Research Stations, we issue research publications to serve these needs:

- **General Technical Report**: for information of a technical nature, but not an original report, such as symposium proceedings, descriptions of computer programs, and annotated bibliographies.

•**Research Paper**: for reporting the analysis, results, and conclusions of formal studies or experiments.

•**Research Note**: for observational information on new techniques or instruments, especially of the how-to-do-it type or incidental discovery.

•**Resource Bulletin**: for economic information of a permanent value on timber and other forest resources or their utilization.

•**How-To Leaflet**: for reporting practical information in a simple readable form, usually responding to a specific need or problem.

The Station also publishes unnumbered, non-serial reports on non-technical information that do not become part of the formal forestry literature, such as publication lists, brochures, and information leaflets.

Forest Service Series

The Forest Service Washington Office also publishes in the Research Paper, Research Note, Resource Bulletin, General Technical Report, and How-To series. And it issues publications in these series that are coordinated by Staff Directors at agency headquarters: Engineering Technical Reports, Fire Management Notes, Forest Insect and Disease Leaflets, and Tree Planters' Notes.

U.S. Department of Agriculture Series

The U.S. Department of Agriculture's publication series include Agriculture Handbook, Agriculture Information Bulletin, Bibliographies and Literature of Agriculture, Forest Resource Report, Miscellaneous Publication, Production Research Report, and Technical Bulletin. Produced in Washington, D.C., they are distributed worldwide. They are publications of wider-than-regional usefulness, that often combine results from several studies, and are issued in large quantities.

What About Non-Government Publications?

Journals and Books

Journals, books, and proceedings of professional, scientific and technical organizations serve as outlets for more than one-half of the manuscripts written by Station authors. They are excellent outlets if you want to reach many readers interested in a specific subject. But unless you have only a brief article or a timely report, expect to compete with a backlog of manuscripts. Some journals require that authors belong to the professional society issuing the periodical, or have a sponsor who will co-sign the submittal letter; some limit the length of articles they will accept; and others restrict the subject matter. And so it is a good idea to review back issues so that you can tailor your message to the journal's needs, and to ensure that your work is cited in the literature.

Proceedings

Proceedings of symposia, conferences, and workshops are published in a variety of non-Station outlets as well as in the Station's General Technical Report series. Proceedings publishers usually require authors to prepare their papers in photoready format. Assist the proceedings coordinator by carefully following the prescribed specifications about content, format, and length of paper; and by submitting your manuscript on time.

WHERE CAN I GET WRITING HELP?

Getting Started

Now that you have identified your purpose in writing, intended audience, and potential outlet, your next question may be: "What's the best way to organize and write a report?" No single answer or magic prescription is possible. Some people call writing an art; others call it a craft. Either way, "practice makes perfect." An artist as well as a craftsman must work out a personal approach to developing writing skills. Usually the more you write and rewrite, the better your skills become. Work out an approach that best suits you.

Getting started is usually the single most difficult step in beginning to write. To overcome this difficulty, some authors prepare detailed outlines; others prefer sketchy ones to be filled in as they proceed to write; and still others work only from a simple statement of the central theme or thesis, or from rough notes.

If you prefer the outline method, jot down all the main points or topics you should cover. Then prune them down to three to five major topics because most readers will find it hard to remember more than that many points. Organize your topics into a logical order. And finally, write down the sub-topics under each major topic.

Once you have developed your outline or thesis statement, start writing as quickly as possible to produce your first draft. Write that first draft so that you can revise and rework later. Use wide spacing and margins so that changes can easily be made. If you write on paper, rather than compose on a word-processor, another common practice is to write only one paragraph per page so that pages can be reshuffled during revision. Once you have finished that initial draft, put it aside—at least overnight. The longer you leave it, the more objective your review. Have one or more of your colleagues review this initial draft. And when you are ready to revise, rewrite, and polish, allow yourself ample time.

Writing Workshops and Courses

If your problem is becoming a more effective writer, where can you turn to for help? You can try a do-it-yourself approach, or you can seek the help of others—including the Station editors.

You can gain skill by reading widely and by analyzing the writing of others—especially writing that you like. You can then

apply what you learn. If the do-it-yourself method seems too slow, try supplementing it with a course in writing.

We periodically provide workshops in report writing—conducted by a professional writing instructor or by the publications staff. These workshops will not make you a writer in one easy lesson, but they may suggest some useful approaches in writing and some work habits that can make your practice more productive. And they can provide you some pointers that you can put into practice.

If you want to take courses, but more at your own pace, several are available through the U.S. Office of Personnel Management, and through extension, correspondence, or regular programs of universities and colleges. For many courses, the Forest Service will pay your tuition and fees.

Basic References

For a list of useful references, consult the Forest Service Publications Management Handbook (FSH 1609.11). It lists dictionaries, style manuals and publication guides, and technical subject references.

If you are writing for a specific journal or periodical, consult the style specifications or instructions to authors of that outlet.

If you are writing for the Station series, be familiar with the following references when you prepare your manuscript:

•Basic style: U.S. Government Printing Office. 1984. *Style manual*. Washington, D.C. 479 p.

•References: American National Standards Institute, Inc. 1977. *American national standard for bibliographic references*. ANSI Z39.29. 92 p.

•Manuscript preparation: *Forest Service Publications Management Handbook* (FSH 1609.11).

Additional Aids

Other aids that can help you plan, organize, write, and revise your manuscript and help you solve problems in style and usage are:

On Writing and Composition

•Brusaw, Charles T.; Alred, Gerald J.; Olin, Walter E. 1976. *Handbook of technical writing*. New York: St. Martin's Press. 571 p.

•Day, Robert A. 1979. *How to write and publish a scientific paper*. Philadelphia: ISI Press. 160 p.

•Eisenberg, Anne. 1982. *Effective technical communication*. New York: McGraw-Hill Book Company. 355 p.

•Flesch, Rudolf. 1949. *The art of readable writing*. New York: Harper & Brothers Publishers. 237 p.

•Gunning, Robert. 1952. *The technique of clear writing*. New York: McGraw-Hill Book Company. 289 p.

•Perrin, Porter G. 1968. *Writer's guide and index to English*. 4th ed. Glenview: Scott, Foresman. 912 p.

•Tichy, H. J. 1967. *Effective writing for engineers, managers, scientists*. New York: John Wiley & Sons, Inc. 337 p.

•Zinsser, William. 1983. *Writing with a word processor*. New York: Harper & Row Publishers. 117 p.

On Style and Usage

•Bernstein, Theodore M. 1965. *The careful writer. A modern guide to English usage*. New York: Atheneum. 487 p.

•Copperud, Roy H. 1980. *American usage and style: the consensus*. New York: Van Nostrand Reinhold Company. 433 p.

•CBE Style Manual Committee. 1983. *CBE style manual: a guide for authors, editors, and publishers in the biological sciences*. 5th ed. Bethesda: Council of Biology Editors, Inc. 324 p.

•Evans, Bergen; Evans, Cornelia. 1967. *A dictionary of contemporary American usage*. New York: Random House. 567 p.

•Follett, Wilson. 1974. *Modern American usage. A guide*. New York: Warner Books. 528 p.

•Fowler, Henry W. 1965. *A dictionary of modern English usage*. 2nd ed. Rev. by Sir Ernest Gowers. Oxford: Oxford University Press. 725 p.

•Strunk, William, Jr.; White, E. B. 1972. *The elements of style*. 2nd ed. New York: Macmillan Company. 78 p.

Publication Staff

You may find that after reviewing the basic references, special instructions to authors from the outlet, and some of the additional aids, you still have difficulty in writing your paper. Feel free to consult a Station editor at any stage—from planning your manuscript to writing your outline, or from organizing tables of data to citing references and listing them properly. Authors often assume that the editor's work begins after the manuscript has been written. This is not true.

During the manuscript planning stage, consult an editor as early as you can—sometimes as soon as your study plan is developed and at least before your research project is completed. By helping you iron out trouble spots in this preliminary stage, the editor later will be able to review and edit your final draft much more quickly.

If the manuscript you plan is the first you have written since joining the Station staff, you will find that a brief visit to the publication staff is a productive part of your orientation to the Station. We will be pleased to arrange such a visit for you.

WHAT EDITORIAL SERVICES ARE AVAILABLE?

We offer three basic levels of manuscript review services: (a) *manuscript planning and critiquing*, (b) *full editing*, and (c) *copy editing*. All manuscripts intended for publication in Station, Forest Service Washington Office, and U.S. Department of Agriculture series must receive full editing. If you face an urgent deadline for a manuscript that is intended for a non-Station outlet, you can request through your Project Leader and Assistant

Station Director or Program Manager that your manuscript be copy-edited only.

Manuscript Planning and Critiquing

These pre-editing services are best used before an approved manuscript is submitted for processing. In the *planning* phase, the editor discusses with you your message, potential outlets, approaches, organization, style, and ways to overcome writing blocks. If you have a rough draft, the editor will *critique* it for effectiveness of organization, clarity of presentation, accuracy, readability, style, and intended audience; and will offer comments and suggestions without actually editing it.

Manuscript Editing

•Full editing: The editor not only performs all copy editing tasks, but may suggest changes in organization and structure; edit sentences, paragraphs, and entire sections; and rewrite or add passages as appropriate to improve clarity, coherence, conciseness, and accuracy.

•Copy editing: The editor edits for spelling, grammar, punctuation, capitalization, compounding, number style, abbreviation, and typographical style; and for consistency of references and text, format, and language.

WHAT ARE THE STEPS IN SUBMITTING A MANUSCRIPT?

What Instructions Should I Follow?

Each outlet or publication has its own distinctive style—literary, mechanical, and typographical. Each has its own specifications of how it wants manuscripts to be prepared and published. If you want to ensure the most favorable reception for your manuscript, follow the publisher's prescribed style specifications as closely as you can. Delay in publication can stem from failure to comply with these requirements as much as from faulty literary style or expression. By consulting the specifications as well as recent issues of the publication, you will become familiar with its format, sequence of sections, and typography.

USDA and Forest Service

Consult the Publications Management Handbook (FSH 1609.11) for instructions on how to prepare manuscripts for Forest Service Washington Office and U.S. Department of Agriculture outlets. The Handbook describes the designation, audience, cover, size, number of pages, and class of material for each of the publication series. It also explains the special requirements for some series, such as series identification, research summary, and reference abstract.

If you are publishing in the Station series (Research Paper, Research Note, General Technical Report, Resource Bulletin, and How-To), follow these special instructions:

•The Author(s): This biographical sketch will be written by the editors, but we will ask that you provide us information about yourself—job title, affiliation, and location.

•Disclaimer: Include one when you need to mention commercial products or enterprises. Use this statement: *Trade names and commercial products or enterprises are mentioned solely for information. No endorsement by the U.S. Department of Agriculture is implied.*

•Metric and English units: Use all metric units as appropriate. If English units are used in the text, follow them with metric equivalents. In tables, English units used in sums, differences, and averages should be followed by metric equivalents.

•References: List in this section all works cited in the text, including publications, dissertations, letters, telephone conversations, computer programs, maps, in-press items, and unpublished papers. When citing unpublished data, add a footnote in the text to explain where the data are on file.

In Brief is a summary required in General Technical Reports, Research Papers, and Resource Bulletins, and is unnecessary in Research Notes. It provides a synopsis of the paper, including purpose, scope, findings, and conclusions.

Journals and Proceedings

Publishers of most journals print instructions to authors on how to prepare their manuscripts. These guides are usually found on the inside front or back cover. Besides consulting the written style instructions, check recent issues of the publication. If your intended outlet has no style specifications, check a recent issue for format, or consult the Station Editor.

Publishers of proceedings usually have their own style requirements, especially if they require that papers be typed in photoready or camera-ready format. We have prepared detailed instructions on how to type manuscripts in such a format for proceedings to be published in the Station's General Technical Report series. The use of photoready copy helps speed up processing because it avoids much of the typesetting and layout work. If you are having your manuscript typed in that format, be especially careful in checking and proofreading because the publisher will photograph and print your paper exactly the way you submitted it.

How Should I Prepare My Manuscript?

Organizing

Before you have your manuscript typed, make sure that all essential parts are written and assembled in the proper order. These parts include the title, affiliation line, citation, abstract, retrieval terms or keywords, summary, contents, acknowledgments, disclaimers, body text, references, footnotes, tables, and captions. Most manuscripts will require all of these elements; others need most but not all of them. Consult the instructions from the intended outlet or samples of the publication or both as your guide.

Abstracts are required for all publications. Write your abstract in about 100 words, and make it informative rather than indicative or descriptive (in an informative abstract, you summarize or explain the content of the paper; in an indicative abstract, you tell the reader only about the form of the paper). Write your informative abstract in a single paragraph with complete sentences. State clearly, simply, and concisely the main points of your paper. Typically, the abstract should answer these questions: What problem did you study? What did you do about the problem? What did you find out? What did you conclude?

Retrieval Terms or keywords are designed to help readers scan publications and bibliographies for relevant material. Such terms or words provide significant signals for computer processing of document files. Do not repeat words that are in the title. Retrieval terms should contain highly specific words and also more generic words that communicate the ultimate purpose of the research. Consult glossaries for ideas on appropriate retrieval terms or keywords.

Typing

Have the typist or word processor follow carefully the style specifications of your intended outlet. Proper preparation of your manuscript prevents the need to retype subsequent drafts.

If you are writing for the U.S. Department of Agriculture, Forest Service Washington Office, and Station series, follow these general instructions:

- Double-space everything, leave at least 1-inch margins on each page, and number all pages consecutively at the bottom.
- Do not use an italic typeface or underscore headings or text material except for scientific terms.
- Type the sections of the manuscript (title, authorship, abstract, introduction, and so forth) in the order in which they are found in the publication.

Proofing

Proofreading is a critical part of the processing of your manuscript. After the manuscript has been typed, proofread it carefully. Ideally, proofreading takes two persons—one to read the newly typed draft, and the other to follow closely the edited draft. The two persons should take turns reading aloud. Misspellings, omissions, and other errors should be corrected on all copies of the manuscript.

When you review typescripts or proofs, it could be your last chance to catch errors before your article is set in type or is printed. You are responsible for proofreading the original manuscript, typescript, and galley or page proofs.

Assembling

After the manuscript has been typed, proofread, and corrected, it is ready to become part of the manuscript package that is assembled and routed for editorial processing. Assemble the manuscript in this order, from top to bottom (you may not necessarily have each of these items):

- Manuscript Approval form, completed.
- Instructions to author from the intended outlet and, if the outlet is a journal, the full name and address of the journal editor and a copy of the journal or a reprint of an article.
- Original and duplicate copies of the manuscript complete with tables, original illustrations, plotting points for graphs, and prints and negatives of photographs.
- Your responses to the technical and statistical reviewers' comments.
- Reviewers' comments, queries, and suggestions.
- Review drafts of the manuscript.

What Approvals Do I Need?

Publications Control

The U.S. Department of Agriculture's Publications Control Program applies to all publications issued by the Station. The Station's Publications Control Officer is responsible for interpreting, applying, and enforcing all regulations and other legislative or administrative provisions for planning, preparation, editing, clearance, printing, binding, and distribution of publications and administrative documents.

To publish in the Station series, submit a completed Manuscript Approval and Author's Checklist (PSW 1600-13) *(fig. 1)* to the Station Editor. To publish in the Forest Service Washington Office or the U.S. Department of Agriculture series, submit Forest Service Publication Proposal form (FS-1600-6) *(fig. 2)* to the Station Editor for forwarding to the Washington Office's Director, Public Affairs Office. Under the Publications Control Program, manuscripts are reviewed to ensure that the proposed publication is essential and is planned and prepared to meet exacting standards of usefulness, production efficiency, and economy.

You can help reduce publication costs by

- Setting reasonable limits on length of proposed publications.
- Limiting the length of introductions and summaries.
- Eliminating unneeded tables and appendixes of data.
- Using illustrations only for function, clarity, brevity, and legibility.

Approval and Checklist

When you write about your work, you are not only an author, you are also an agent of the Forest Service. Your message must have the approval of the Station Director, who will want to be sure that your colleagues have provided you as much help as possible in presenting it. A key element in this process is the Manuscript Approval and Author's Checklist form *(fig. 1)*. It includes space for the signatures of those who contributed to progress toward publication.

On the front side of the form, supply the manuscript title, authors' names, proposed outlet, intended user audience, critique information, one-sentence annotation, retrieval terms, and Research Work Unit number. On the reverse, fill in the information about your technical reviewers. And use the checklist to keep tabs on items that usually prove to be most worrisome to authors. Many items are style details; others serve as reminders of items

Info. Svs. Use
MS No. _____
Rec'd _____
Ack'd _____
Edited _____
TS rec'd _____

MANUSCRIPT APPROVAL AND AUTHOR'S CHECKLIST

For use of this form, see the current PSW Supplement to Title 1600, Forest Service Manual. Authors must complete both sides of this form.

Manuscript Title:

Author(s):

Proposed Publication Outlet:

Intended User Audience:

One-sentence Annotation summarizing manuscript:

Suggested Retrieval Terms (up to six):

Research Work Unit No.

The attached manuscript consists of _____ pages, ___ tables, and _____ figures. The figures consist of _____ line drawing(s) and _____ photograph(s).
The negatives are [ ] are not [ ] attached to the manuscript.
The manuscript was [ ] was not [ ] editorially critiqued by Information Services.

• I have organized and written this manuscript as well as I can. I have checked it for accuracy and completeness, and assume responsibility for the data reported and the conclusions drawn from them. I have completed the back of this form.

_____ *Author* _____ *(date)*

• I have reviewed this manuscript and request statistical review before I can grant final technical approval.

_____ *Project Leader* _____ *(date)*

• I have reviewed this manuscript and consider the statistical treatment of the data to be [adequate] [inadequate].

_____ *Statistician* _____ *(date)*

• I have reviewed this manuscript and it has my final technical approval. Reviewers' comments and author's responses to them are attached.

_____ *Project Leader* _____ *(date)*

• I have reviewed this manuscript for policy, adequacy of review, and—as necessary—clearance with cooperators. The manuscript in final form is approved for publication.

_____ *Assistant Station Director* _____ *(date)*

• I have edited this manuscript or have reviewed the edited draft and believe that it meets Station standards for quality of writing and illustration. It is in the proper form for processing for publication. The author has reviewed the editorial changes.

_____ *Station Editor* _____ *(date)*

• I certify that publication of this manuscript in the quantity and form specified is essential to the official business of the Forest Service, and that it has been prepared to meet exacting standards of economy and effectiveness.

_____ *Publications Control Officer* _____ *(date)*

(over)

Figure 1—The Manuscript Approval form (PSW 1600-13) serves as a record of approvals for a manuscript and as a checklist of items that an author should consider in its preparation.

USDA-Forest Service

Proposal or Control #_____

PUBLICATION PROPOSAL

(Ref. FSM 1630, FSH 1609.11, USDA Publications Control Plan)

Instructions:—Use this form in both the WO and field offices to propose new publications, reprints, and revisions. (It is designed to serve as a preliminary distribution plan and as a prepublication report.)

**Proposal for WO or USDA publication:* Complete and send to the WO Office of Information as early as possible in the publication planning stage.

**Proposal for field publications:* Complete as required by Director or Regional Forester. Submit one copy of approved, signed Proposal to the WO Office of Information; completed blocks with circled numbers will serve prepublication report requirements.

SECTION I (To be completed by author(s). Leave block 2 blank)

(1.) Proposed title:

2. Suggested series:

3. Author(s):

4. Name of WO Staff contact (when appropriate)

(5.) Originating unit:

(6.) The proposed publication will be:
☐ New ☐ Revision ☐ Reprint

(7.) Objective of proposed publication:

(8.) Importance of or need for proposed publication in accomplishing mandated mission of USDA and Forest Service (Discuss timeliness, public or organizational benefits to be derived, consequences of failure to publish the information, investment to be protected, etc.):

(9.) Scope of proposed publication:
☐ Local ☐ Regional ☐ National ☐ International

10. What WO Staffs or other agencies will need to clear final manuscript?

(11.) Tentative outline or summary of content of proposed publication:

12. List known USDA, Forest Service, and other publications dealing with the same subject, and describe how the proposed publication will supplement or augment existing information:

SECTION II (To be completed by editors, distribution specialists).

(1.) Primary Audience of Publication (Maximum 1,000 copies for free distribution unless it is exempt from sales)

☐ A. Free Public Distribution → No. of Copies _____

☐ B. Administrative Distribution Required

	No. of Copies		No. of Copies
☐ a. Employees →	_____	☐ g. College & University Libraries →	_____
☐ b. Authors →	_____	☐ h. U.S. Forestry Schools →	_____
☐ c. USDA Officials →	_____	☐ i. Foreign Libraries →	_____
☐ d. Other Federal Agency Officials →	_____	☐ j. Specific Private Cooperators →	_____
☐ e. Members of Congress →	_____	☐ k. Media Outlets →	_____
☐ f. Members of State Legislatures →	_____	☐ l. Storage →	_____
		Subtotal (item B)	

(2.) Total Number of Copies (item 1.A + item 1.B) →

3. Is proposed publication a sales item?
☐ Yes ☐ No (Why not?)

4. Proposed publication will be offered to
☐ GPO ☐ NTIS for sale

5. What Federal agencies might be interested in purchasing copies by riding FS print orders?

Previous edition is obsolete.

FS-1600-6 (5/83)

Figure 2—The Forest Service Publication Proposal form (FS-1600-6) is used to propose a publication in the Forest Service Washington Office or U.S. Department of Agriculture series.

to be especially watchful for. You are responsible for the accuracy of facts in your manuscript. The editor cannot be expected to check the accuracy of every detail in your paper.

Review System

Two types of reviews are needed in manuscripts: *technical* and *statistical*. Authors, with the concurrence of their Project Leaders, are responsible for selecting the technical reviewers of their manuscripts. A minimum of three qualified reviewers is required for each manuscript and two of the three are to be from outside the Station. Summarize your responses to the review comments, suggestions, and queries, and include this summary with your manuscript. Identify each reviewer by name, title, affiliation, location, and date.

The Project Leader is responsible for determining whether a review of the statistical and computational methodology is necessary. If such a review is requested, a Station statistician will evaluate the adequacy of the statistical methods used.

Next, route your revised manuscript, with the technical and statistical reviews and summary of your responses, to your supervisor, who is responsible for final technical approval of the manuscript. But before you do so, you may want to ask some of your colleagues for their comments and suggestions. Once the manuscript has received final technical approval, it is ready to be submitted to the Assistant Director or Program Manager, who under authority delegated by the Station Director, has final approval authority for manuscripts.

Permissions

To use copyrighted material—text or illustrations—in your manuscript, obtain the permission of the copyright owner. We can assist you by writing to the publisher or copyright owner. Obtain permission to use personal correspondence or unpublished communication as documentation. Copies of all written permissions become part of the manuscript.

Manuscripts prepared as part of your official duties and on government time are in the public domain and are not subject to copyright. Therefore, government publications may be reproduced without permission.

What Editorial Processing Is Needed?

All manuscripts, whether they are to be edited or otherwise processed at the Station, must be submitted to the Station Editor so that they can be recorded in the computerized tracking system. The Station Editor is responsible for keeping track of all manuscripts from the time they are received in Information Services until they are published.

Submit all manuscripts for processing through the Project Leader and Assistant Station Director or Program Manager. The specific clearance procedure you should follow varies according to who is the senior author and what is the intended outlet:

•If you are the senior author, your manuscript must receive full editorial processing at the Station. But if the manuscript is intended for a refereed journal, the Project Leader and Assistant Station Director or Program Manager may choose to dispense with this requirement. Such manuscripts must still be submitted to the Station Editor for tracking purposes.

•If you are the junior author and the manuscript is intended for a non-Station outlet, you can either request full editorial services, or allow the senior author to submit the manuscript directly to the outlet. You still need to submit a copy of the manuscript to the Station Editor through the Project Leader and Assistant Station Director or Program Manager for tracking purposes.

•If your manuscript is intended for publication by the Station, Forest Service Washington Office, or the U.S. Department of Agriculture, it must receive full editorial processing at the Station.

Editor's Role

Editing, as defined by the Forest Service, is "the process of fitting the logic of the idea to the logic of the language." Its purpose is to "ensure that the tools of language are used efficiently for communicating ideas." Editing "improves the clarity, accuracy, and organization of the manuscript so that the author's story is effectively presented to the intended audience."

Simply stated, a Station editor's job is to ensure that your paper is in the most publishable form and shows you, the Station, and the agency in the best possible light. Although some writers view editors as being on the opposite side of the fence, they are actually on your side. Both of you share the goal of presenting your work as clearly and convincingly as possible. And so Station editors are often referred to as "author's editors."

Editors may suggest two broad kinds of editorial changes: those that follow the style prescribed by the intended outlet and those that involve the editor's judgment, taste, and perception. Editors cannot know as much about your subject matter as you do, but they will provide you objective queries, comments, and suggestions based on their expertise in communicating ideas in a way most suited to your audience. Besides editing the manuscript, the editor reviews illustrations, proofs, and page-layouts—all with the same purpose: to assist you in making your paper as clear, concise, accurate, and useful as possible.

When the editor returns the edited draft to you, it will be accompanied by a written list of suggestions, queries, and comments—all designed to explain reasons for the suggested changes, pose questions intended to clarify your meaning, and propose ways to improve the manuscript. You are encouraged to contact the editor for any discussion of these suggestions and comments.

Turnaround Time

Our goal is to return an edited draft to you within 30 days after we log in your manuscript. If because of its unusual length or complexity, the full manuscript cannot be edited within that period, you will receive a partially edited draft or a critique of the manuscript.

Except for manuscripts that have been authorized priority processing, our editors work on manuscripts in the order received. But they also try to maintain some flexibility. If you need to meet a certain publication date, let us know so that we can try to arrange our work schedules accordingly; the more

advance notice, the better the chance to meet your deadline.

If you require priority processing for your manuscript, first obtain the approval of the Assistant Station Director or Program Manager for your unit. Include with your manuscript an adequate justification statement. Realize, however, that priority treatment will be at the expense of other manuscripts awaiting processing. With proper planning, you can help minimize the negative effect of priority handling on the processing of other manuscripts.

Sufficient lead time is particularly important to those considering presentations at conferences and meetings. Ideally, completed manuscripts should accompany requests for travel authorization. If you cannot meet this schedule, you may find it still possible to submit a paper. Obtain the approval of the Project Leader and Assistant Station Director or Program Manager for your manuscript. And be sure to label it "Preliminary copy—not for publication without approval of author." When you send your manuscript to the conference coordinator, explain that it has not been cleared for publication but that an approved draft will be forwarded within 30 days.

WHAT SHOULD I KNOW ABOUT EDITORIAL PRODUCTION?

Preparing the Final Draft

Your manuscript is ready for typing in a draft ready for processing once you have resolved all the editorial queries, comments, and suggestions offered by the editor. If they have not been resolved, discuss them with the editor.

When we return the edited draft to you, we will advise you about whether it should be typed in typescript form (copy that is sent to the typesetter) or in a form for photoready reproduction. The number of copies required will also be indicated.

Preferably all manuscripts should be typed on the Data General CEO System to minimize the amount of retyping, speed transmission, and facilitate electronic type composition where appropriate.

•Ensure that the typescript is error-free because it will be used by the typesetter in checking against the type composition.

•Follow any special typing instructions from the outlet or the editor.

•Mail the typed document through the Data General CEO System to the Editorial Assistant in charge of production, in Information Services, Berkeley, who will then process it for electronic transmittal to the typesetter.

As an alternative to the Data General CEO System, you may be asked to have your manuscript typed on an MS or PC DOS 5-1/4-inch diskette in either 1.2 mb or 360 k format, or on a 3-1/2-inch MSDOS format diskette. Follow these instructions:

•Italics: Double underscore words that are to appear in italics.

•Tables: Use tabs only, and not the space bar, to set up columns, and use only one tab for each column.

•Paragraph indentation: Use just one tab—not spaces.

•Numbers 1 and 0: Use the numbers on your keyboard, not lower case el for one or capital oh for zero.

Non-Station Processing

If you are preparing a manuscript for a non-Station outlet, such as a journal, follow the style specifications of that outlet. Submit the original and the specified duplicates to us for transmittal to the publisher. Include all illustrations in final form, ready for photoreproduction. Our letter of transmittal to the outlet will advise the publisher that all correspondence and galley proofs should be sent directly to you. And it will ask that the publisher send us a copy of all correspondence to you so that we can keep our editorial records current.

After your manuscript has been accepted by a non-Station outlet, such as a journal, it will send proofs to you to review. Read them carefully and make only those changes permitted by the publisher. The more alterations you make, the more costly the typesetting will be. Return the proofs directly to the publisher, and send us a copy of your transmittal letter so that our editorial records can be kept current.

Most journals assess page charges to help defray printing costs. If your manuscript was originally submitted to the publisher by us, we will pay the page charges and order the reprints. Send us the appropriate order forms. And when you return the corrected galley proofs, advise the publisher that the page-charge and reprint-order forms have been sent to the Station Editor and that an official purchase order will follow. If your manuscript was not processed through Information Services, you and your Research Work Unit pay the page charges and the cost of reprints you ordered.

Station Processing

If your manuscript is intended for a Station publication, route the final draft to us through the Data General CEO System, along with a hard copy. We will provide it a final check for accuracy and errors. The error-free draft is then exported from the Data General CEO System and electronically produced by desktop publishing technology, in which the text and illustrations are composed and full pages are laid out on a screen and then printed. You are provided a page-proof of the entire publication to check for accuracy. After we receive your approval, the page-layout is ready for final checking and forwarding to the printer.

Station publications are printed by the U.S. Government Printing Office. We prepare the forms providing printer's instructions and requisitions for printing and binding work.

Listed below are the steps followed by a manuscript in the publication process *(fig. 3)*. Some of the stages are required; others are optional:

1—**Research and Data Analysis**: Author completes research and analyzes data; can choose to consult editor and illustrator, or visual information specialist, in manuscript planning.

2—**Manuscript Planning**: Author consults editor on identi-

fying audience and outlet, and in organizing message.

3—**Graphics Planning**: Author consults illustrator on use of graphs, photographs, sketches, and other artwork.

4—**Author's Initial Draft**: Author prepares rough draft of manuscript.

5—**Technical Review or Bypass**: Author obtains technical reviews or, with approval of Project Leader, can bypass such reviews if outlet is refereed journal.

6—**Editorial Critique**: Author can, while manuscript is under technical review, request an editorial critique.

7—**Project Leader's Review**: Author obtains Project Leader's review and approval.

8—**Statistical Review or Bypass**: Author obtains statistical review or, with approval of Project Leader, can bypass such review.

9—**Assistant Director's or Program Manager's Review**: Author obtains, through Project Leader, Assistant Station Director's or Program Manager's approval.

10—**Editorial Review**: Author obtains editorial review or, with approval of Assistant Station Director or Program Manager, can bypass such review of non-Station manuscripts.

11—**Author's Revision**: Author revises manuscript, and prepares typescript.

12—**Illustration Production**: Illustrator prepares rough sketches of illustrations.

13—**Composition Production**: Editorial Assistant processes manuscript for desktop publishing production, or for preparation of photoready copy.

14—**Author's Review**: Author reviews, approves copies of illustrations.

15—**Illustration Production Revision**: Illustrator revises illustrations as necessary, and prepares final versions.

16—**Preliminary Layout**: Illustrator prepares preliminary layout.

17—**Editor's Layout Review**: Editor reviews layout, including illustrations.

18—**Camera-Ready Layout**: Illustrator prepares camera-ready layout.

19—**Author's Review of Layout**: Author reviews proofs of final layout.

20—**Transmittal to Printer**: Editor reviews final layout, sends it to printer.

21—**Bypass to Non-Station Outlet**: Author, with approval of Assistant Station Director or Program Manager, can choose to bypass Station processing.

22—**Transmittal to Non-Station Outlet**: Author has editor transmit manuscript directly to non-Station outlet.

23—**Public Affairs**: Public Affairs Officer uses mass media to increase visibility of the publication.

24—**Publication Distribution**: Publication is distributed and is listed in the Station's quarterly list.

Tracking Manuscripts

When we receive an approved manuscript, we assign it a log number and acknowledge its receipt. Use that log number on all correspondence with the editors and all drafts and proofs of the manuscript. Manuscripts received for editorial processing are reported in the Station's newsletter *For Your Information* (FYI). If you would like to see a manuscript that was listed in FYI, check with the author or with us.

To keep authors and administrators informed about the progress of manuscripts, we keep a "Status of Manuscripts" report on the Data General CEO System. We keep track of manuscripts from the time they are logged in until they are published. Whenever you receive information that affects the status of your manuscript, such as a letter from the publisher, let us know so that we can update our records. During the time your manuscript is in process, you are encouraged to contact us if you have any questions about its status.

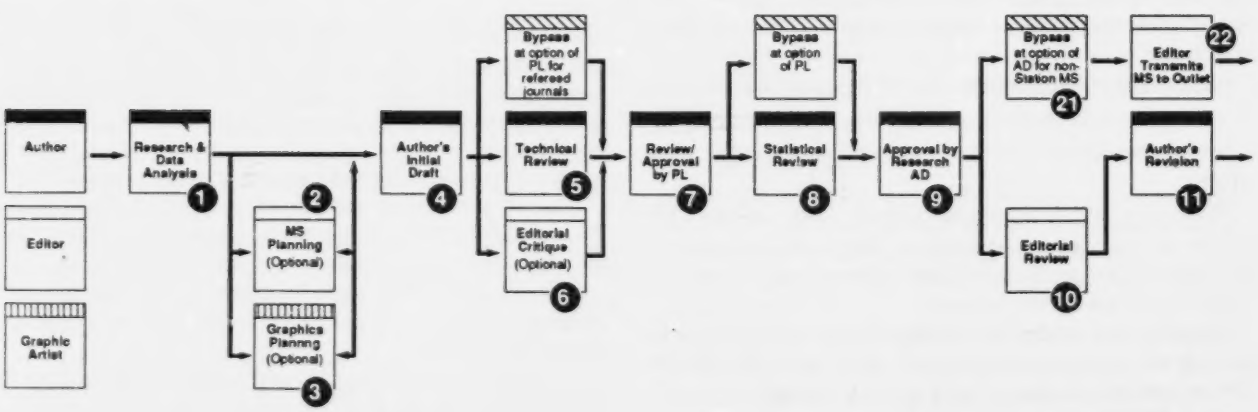


Figure 3—The publication process consists of steps that a manuscript follows, from the time it is first planned and drafted until it is printed and distributed.

HOW ARE MY PUBLICATIONS DISTRIBUTED?

How Do I Get Reprints?

When we receive a U.S. Department of Agriculture, Forest Service Washington Office, or Station publication, we will send you five copies. If you need more, let us know. We also route copies to the Station Director, Assistant Station Directors, Program Manager, Forest Service Washington Office, U.S. Department of Agriculture, major abstracting services, and field locations of the Station.

We usually order 200 reprints of articles by Station authors that appear in a journal and other non-Station outlets: 100 for the author, and 100 for our internal administrative distribution. If you need more, let us know at the time you send us the reprint order form.

Although we seek to keep track of your manuscript through all stages of production, you may learn that it has been published before we do. If we have ordered reprints of your article, they usually will not be received until well after the article has been published. Therefore, if you see your article in print, send us at least two photocopies so that we can update our manuscript records and follow up on the reprint order if necessary.

How Are People on the Mailing List Notified?

We maintain the Station's official mailing list for publications. The list consists of two parts: a so-called "A" list made up chiefly of U.S. Government Depository and other libraries, principal U.S. Department of Agriculture and Forest Service offices, and other key organizations and individuals; and a so-called "B" list made up chiefly of persons who have asked to be placed on the mailing list and have elected to remain on it through periodic audits of the list. These audits, which are required by Departmental regulations, help us to keep the mailing lists current. The "B" list includes a wide variety of organizations and individuals who are interested in specific aspects of the Station's research program.

The "A" list automatically receives all of our Station serial publications. The "B" list receives such publications only upon specific request.

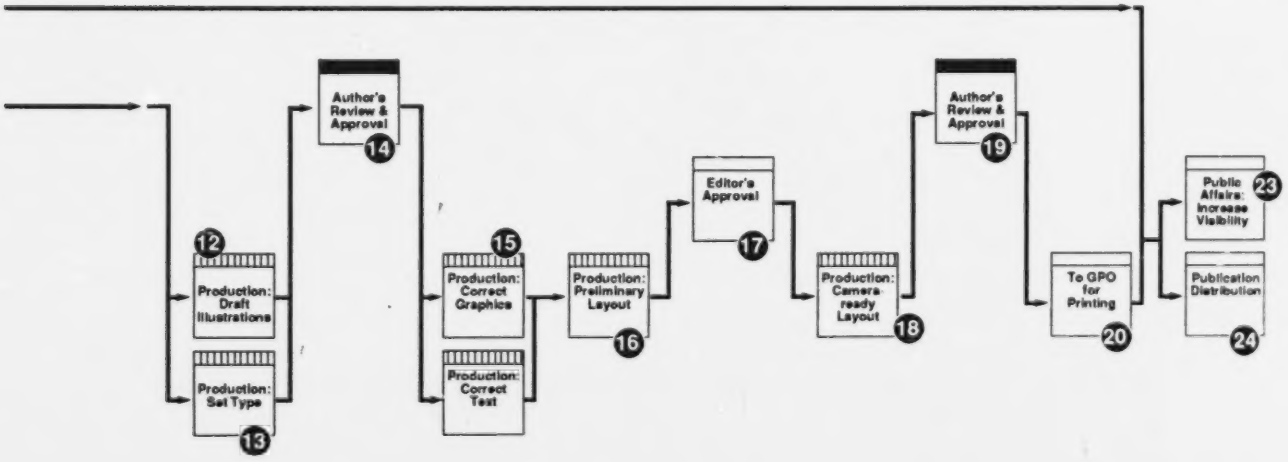
Two major kinds of libraries are represented on our mailing list. Most of the libraries have collections in the areas of forestry, natural resources, range sciences, fish and wildlife, and environmental management. The bulk of the other libraries are designated as official depository centers for U.S. Government documents.

How Are Publications Publicized?

To notify organizations and individuals on our mailing list of what publications have been released, we mail an annotated notice of newly available items four times a year—January, April, July, and October. Besides listing available Station publications, the notice also lists articles by Station authors and cooperators that may be available from non-Station outlets.

Recipients of the publication notice can request any available item by completing the order form and returning it to us. Each order card has a date by which the request must be mailed to us in order for it to be valid.

Besides the quarterly notices, the *Research Program Attainment* report that is submitted annually to the Forest Service Washington Office serves to document that your manuscript has been published. The Washington Office uses that information to issue its *Research Accomplishments* report, which contains the official list of Forest Service publications for the fiscal year.



Is Special Distribution Available?

If you would like to send your publication to specialized segments of our mailing list, such as all schools and departments of forestry or all forestry trade associations, check with us. We can arrange for segments of the mailing list to be printed, by a number of categories.

How Is Information Retrieved?

The proliferation of scientific literature makes it imperative that the information about your publications be easily retrieved. And so we have Station publications indexed, catalogued, stored, and retrieved through the National Technical Information Service, U.S. Department of Commerce. We also mail these publications and reprints to major abstracting services that cover forestry and the biological, physical, and social sciences. Each time a paper by you or your colleagues is published, it becomes part of the Station's computerized bibliographic file. This accumulated file of all publications by Station authors and cooperators can be searched, by author, title, subject, and Research Work Unit.

IN CONCLUSION

An essential element of your research is documentation. When you report on your work, it can take one of several forms—publications, seminars, workshops, demonstrations, and media activities. The research publication continues to be the Station's single most visible product of its program of work and the most widely accepted indicator of productivity. Contributing to that publication output is your continuing responsibility.

When at last you see your paper in print, this may be enough to help you forget all the painstaking toil that you put into writing it. At least we hope so. The Station's publication staff is ready to help you meet your writing responsibilities in a way that can benefit both you and your readers.

The Forest Service, U. S. Department of Agriculture, is responsible for Federal leadership in forestry. It carries out this role through four main activities:

- Protection and management of resources on 191 million acres of National Forest System lands
- Cooperation with State and local governments, forest industries, and private landowners to help protect and manage non-Federal forest and associated range and watershed lands
- Participation with other agencies in human resource and community assistance programs to improve living conditions in rural areas
- Research on all aspects of forestry, rangeland management, and forest resources utilization.

The Pacific Southwest Research Station

- Represents the research branch of the Forest Service in California, Hawaii, American Samoa and the western Pacific.

Persons of any race, color, national origin, sex, age, religion, or with any handicapping conditions are welcome to use and enjoy all facilities, programs, and services of the U.S. Department of Agriculture. Discrimination in any form is strictly against agency policy, and should be reported to the Secretary of Agriculture, Washington, DC 20250.